State of Nevada

Nevada Information Technology
Operations Committee (NITOC)

Procedure

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1.0 PURPOSE

The State of Nevada will use this Document Control procedure to detail the steps required for control of related documents produced by the Nevada Information Technology Operations Committee (NITOC) and associated committees.

2.0 SCOPE

This procedure applies to all State of Nevada IT Committees under Nevada Information Technology Operations Committee (NITOC) who participate in the origination, revision, and/or control of documents to be placed under Document Control.

3.0 EFFECTIVE DATES

Documents with no fiscal impact, the default effective date for implementation is six (6) months or by a specified date, whichever comes first, after publication or dissemination.

Documents with fiscal impact will be implemented six (6) months following the end of any biennium or by a specified date, whichever comes first.

4.0 RESPONSIBILITIES

All individuals when establishing new or revising existing NITOC policies, standards or procedures and/or forms will follow this procedure.

5.0 RELATED DOCUMENTS

State Document Template (2T01)
State Document Change Control (2F01)

6.0 PROCESS

Responsibility	*Action*
Originator	1. Complete and initiate Document Change Control Form (2F01) 2. Update existing document using track changes or use Document Template (2T01) to create new policy, standard, procedure or form. 3. Submit document with control form to Committee Chair for approval.
Committee Chair	1. Review document. 2. If approved, route to NITOC for action with Document Change Control Form. (2F01)

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	3. If denied, return to originator with completed Document Change Control Form. (F01).
NITOC	1. Approve changes. 2. Return approved document to Document Control with Document Change Control Form. (F01)
Document Control	1. Receive approved document(s) from NITOC 2. Place under version control 3. Distribute and publish as required.

7.0 PROCEDURE

1. Originator: Complete and initiate a Document Change Control Form (2F01). Submit to Document Control.
2. Document Control: Send requestor file or template with Document Change Control Form. (2F01)
3. Originator: If revising existing document, receive file from Document Control and use track changes to update document. If new, use State Document Template to create. (2T01) or State Interim Document Template (2T02) if urgent.
4. Originator: Submit document with Document Change Control Form (2F01) to Committee Chair.
5. Committee Chair: Approve or Reject document, sign Document Change Control Form (2F01) and forwarded appropriately. If approved, forward to NITOC. If rejected, return to Originator.
6. NITOC: Approve or Reject documents, sign Document Change Control Form (2F01) and forward appropriately. If approved, forward to Document Control. If rejected, return to Originator.
7. Document Control: Make changes to approved documents and place under document control using naming convention shown below.
8. Document Control: Publish document to Website and file appropriately.

8.0 CONTROL NUMBERING CONVENTIONS

The following naming convention will be used for all controlled documents. Document Control will number all documents for control.

X.XX / (-)

Whereas , **"X"** is Committee Section Number according to Index, and
Whereas, **".XX"** is Sequential Document Number and
Whereas, **"(-)"** is Revision Alpha Sequence (example A, B, C)

Approved By

State of Nevada

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Title	Signature	Date
NV IT Operations Committee Chair		
Governor/Governor's Representative		

Document History		
Revision	**Date**	**Change**
2.02(A)	12/13/2001	Initial release.